

JOB DESCRIPTION

TITLE: Natural Resources Technician

DEPARTMENT: Natural Resources

CLASSIFICATION: Non-Exempt

DUTIES & RESPONSIBILITIES:

- Implement Natural Resources policies and programs.
- Conduct and assist in development of resource assessments and inventories.
- Develop natural resource plans and projects.
- Assist in development of research methods and procedures for monitoring natural resource components.
- Assist with development of Tribal natural resource databases, standards, and programs.
- Attend training conferences and meetings as appropriate to assigned responsibilities.
- Maintain assignment related maps and databases for the Natural Resources Department.
- Maintain accurate records of work activities, data, and information gathered for Natural Resources Department reporting requirements.
- Conduct outreach and education activities in the Meskwaki Community concerning natural resources.
- Other duties as assigned.

REQUIREMENTS:

- Bachelor's Degree in an Environmental or Natural Resource Discipline or equivalent combination of associates degree in related field and two years of experience.
- Knowledge of Windows, word processing, spreadsheets, ESRI GIS software, and other office computer applications.
- Must have physical ability to collect field data.
- Prefer experience with technical writing and scientific analysis.
- Must have strong commitment to the protection of natural resources.
- Must have general knowledge of natural resource management principles.
- Ability to effectively communicate orally and in writing.
- Must be dependable, possess initiative, be self-motivated and be effective in working as part of a team.
- Prefer experience in working with Native American Communities and/or knowledge of the Meskwaki culture and the Sac and Fox Settlement.
- Must possess a valid driver's license.
- Travel required.

SUPERVISION:

- Supervised by the Natural Resources Project Leader.

SALARY LEVEL:

- Annual Salary Range: \$29,750 - \$39,344 (SF- 9)